

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB00-96

Date: May 21, 2001

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REQUESTING A CHANGE TO PREVIOUSLY SUBMITTED WIA DATA

The purpose of this information bulletin is to introduce a form for subgrantees to utilize in order to request a change to the Workforce Investment Act (WIA) data that has been previously submitted through the Job Training Automation (JTA) system.

Once a WIA participant has exited, the client becomes subject to performance measurement. When a participant has exited the program and the individual participant data has been submitted to the State, the participant's record is locked in the JTA system at the local level. In order to avoid the appearance of manipulation of performance measurement calculations, this data can not be changed.

Should it become necessary for a subgrantee to delete or change data that is locked at the local level, the subgrantee must first receive approval from the Performance Management Unit (PMU) to make these necessary changes. It is not necessary to request a change to data that has not been transmitted for an exited client. Approval for changes will be minimal and will only be approved if the change does not affect WIA performance outcomes. After approval, the JTA Customer Support Unit (ACSU) staff "opens" the database for a short period, allowing the subgrantee to make necessary changes.

The attached form, **Request for Correction to Previously Submitted Data**, must be completed, then faxed or mailed to the PMU when a subgrantee needs to make corrections to previously submitted data. The PMU will review the request and, if approved, forward it to the ACSU. The ACSU will then contact the subgrantee's Management Information Systems administrator (or designated staff) to arrange for an agreed-upon time to allow the subgrantee access to make the approved changes.

Please be sure to emphasize the importance of entering accurate WIA data into JTA. Please share this information bulletin with your local area Management Information System and reporting staff. Questions regarding the approval process may be directed to Marcia Painter, PMU, at (916) 654-7607. The JTA process questions may be addressed to the ACSU (JTA Help Desk) at (916) 653-0202.

/S/ BILL BURKE
Chief

Attachment is available on the Internet:

[Request for Correction to Previously Submitted Data Form](#)